

# Forest Row Film Society Tasks

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16 March 2010

*Cinema requires an audience. A movie shown in an empty room is not cinema. Spend as much time on bringing them as on what you show them*

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## On the night

| <b>Task</b>   | <b>Effort<br/>(Low/Medium/High)</b> | <b>Done currently?</b> |
|---|-------------------------------------|------------------------|
| Encourage people to sign up to email/SMS list at each screening | L                                   | Intermittently         |
| Remove big poster from outside village hall                     | L                                   | Yes                    |
| Set up projector  | M                                   | Yes                    |
| Set up screen   | L                                   | Yes                    |
| Set up front speakers   | M                                   | Yes                    |
| Ticket sales  | M                                   | Yes                    |
| Make tea/coffee/take money                                      | M                                   | Yes                    |
| Wash up   | M                                   | Yes                    |
| Set out chairs  | M                                   | Yes                    |
| Clear chairs  | M                                   | Yes                    |
| Clear projection equipment                                      | M                                   | Yes                    |
| Clear screen  | L                                   | Yes                    |
| Check fire doors are closed                                     | L                                   | Yes                    |
| Sweep floor   | L                                   | Intermittently         |

## Every film

| <b>Task</b>   | <b>Effort<br/>(Low/Medium/High)</b> | <b>Done currently?</b> |
|---|-------------------------------------|------------------------|
| Submit film details to Up for Grabs                       | L                                   | Yes                    |
| Submit film details to FR parish magazine                 | L                                   | Yes                    |
| Submit film details to FR News                            | L                                   | Yes                    |
| Submit film details to Index Magazine                     | L                                   | No                     |
| Submit film details to Magnet magazine                    | L                                   | No                     |
| Submit film details to RH19                               | L                                   | No                     |
| Submit film details to Wealden Times                      | L                                   | No                     |
| Submit film details to Meridian FM                        | L                                   | No                     |
| Submit film details to other electronic listings services | L                                   | No                     |
| Submit film details to Hartfield parish magazine          | L                                   | No                     |
| Submit film details to West Hoathly parish magazine       | L                                   | No                     |
| Submit film details to Danehill parish magazine           | L                                   | No                     |
| Prepare and print posters                                 | M                                   | Yes                    |
| Distribute A4 posters                                     | M                                   | Yes                    |
| Distribute large posters outside village hall             | M                                   | Yes                    |
| Maintain poster distribution rota                         | L                                   | No                     |

|   |   |     |
|---|---|-----|
| Make cake                                     | M | Yes |
| Manage cake rota                              | L | No  |
| Manage refreshments rota                      | L | No  |
| Manage chair rota                             | L | No  |
| Identify material for handout                 | M | Yes |
| Prepare handout                               | M | Yes |
| Print handouts                                | L | Yes |
| Develop and maintain audience response system | H | No  |

## Monthly

| <b>Task</b>  | <b>Effort<br/>(Low/Medium/High)</b> | <b>Done currently?</b> |
|--|-------------------------------------|------------------------|
| Write press releases   | M                                   | Yes                    |
| Send PR to EG Observer/Courier                               | L                                   | Yes                    |
| Send PR to FR News   | L                                   | Yes                    |
| Send PR to forestrow.org                                     | L                                   | Yes                    |
| Research each suggested film                                 | M                                   | Yes                    |
| Locate and contact distributor for hard-to-find films        | H                                   | Yes                    |
| Distribute programmes within village                         | M                                   | Yes                    |
| Distribute programmes to Tablehurst                          | M                                   | Yes                    |
| Distribute programmes to Plaw Hatch                          | M                                   | Yes                    |
| Distribute programmes to Sharpthorne cafe                    | M                                   | Intermittently         |
| Distribute programmes to EG cinema                           | M                                   | Intermittently         |
| Distribute programmes to Trinity, Tunbridge Wells            | M                                   | No                     |
| Distribute programmes to EG library                          | M                                   | No                     |
| Write blog posts   | M                                   | Yes                    |
| Develop community for writing reviews and discussion of film | H                                   | No                     |
| Post relevant pictures to flickr                             | L                                   | Intermittently         |
| Promote and encourage use of Easyfundraising                 | M                                   | Intermittently         |
| Send admission returns for Filmbank bookings                 | L                                   | Yes                    |
| Write and circulate minutes of committee meetings            | M                                   | Yes                    |

## Annually

| <b>Task</b>  | <b>Effort<br/>(Low/Medium/High)</b> | <b>Done currently?</b> |
|--|-------------------------------------|------------------------|
| Pay Michael Hall for Up for Grabs submissions                      | L                                   | Yes                    |
| Submit season's film details to Globaldatapoint                    | L                                   | Yes                    |
| Submit season's film details to PA                                 | L                                   | Yes                    |
| Submit film details to ents24.com                                  | L                                   | Intermittently         |
| Submit film details to ESCC listings                               | M                                   | No                     |
| Identify other electronic listings services                        | M                                   | No                     |
| Identify other parish and village magazines to send information to | M                                   | No                     |
| Identify other media to send PR                                    | M                                   | Yes                    |
| Review and extend list of poster sites                             | L                                   | No                     |
| Get and distribute current catalogue from BFI                      | L                                   | Yes                    |
| Get and distribute current catalogue from BFFS                     | L                                   | Yes                    |
| Review listings of available films on Filmbank website             | M                                   | Yes                    |
| Review listings of available films on MPLC website                 | M                                   | Yes                    |

|  |   |                |
|--|---|----------------|
| Locate and circulate sources of film reviews for long/short list films | H | Yes            |
| Draw up and circulate short list for member feedback                   | M | Yes            |
| Book films from BFI  | L | Yes            |
| Book films from Filmbank   | L | Yes            |
| Book films from BFFS   | L | Yes            |
| Book films from MPLC   | L | No             |
| Negotiate with distributor for hard-to-find films and book them        | H | Yes            |
| Divide up film list for blurb writing                                  | L | Yes            |
| Write long and short blurbs  | M | Yes            |
| Draw up calendar of possible dates for screenings                      | H | Yes            |
| Devise schedule for season's programme                                 | M | Yes            |
| Collate blurbs   | M | Yes            |
| Collect certification, date, length etc data for films                 | H | Yes            |
| Meeting to review blurbs   | M | Yes            |
| Collect review quotes for each film                                    | H | Yes            |
| Collect high and low res pics for each film                            | H | Yes            |
| Identify trailers for each films                                       | M | Yes            |
| Develop and deliver children's film strand                             | H | No             |
| Develop and deliver Sunday matinee classic strand                      | H | No             |
| Develop and deliver Saturday strand                                    | H | No             |
| Develop and deliver Film Festival                                      | H | No             |
| Write extra copy for printed programme                                 | L | Yes            |
| Liaise with designer for printed programme                             | M | Yes            |
| Proof printed programme  | M | Yes            |
| Liaise with printer  | M | Yes            |
| Identify other locations to distribute programmes                      | M | No             |
| Prepare materials for and attend village Fun Day                       | H | Intermittently |
| Prepare materials for and attend Sports Ground Assoc event             | H | Intermittently |
| Prepare materials for and attend church event                          | H | No             |
| Print membership cards   | L | Yes            |
| Draw up membership lists   | L | Yes            |
| Buy tickets  | L | Yes            |
| Attend ICO screening weekend   | H | Yes            |
| Attend BFFS annual conference  | H | Yes            |
| Identify possible sponsors   | H | Intermittently |
| Write Film Society of the Year submissions                             | H | Yes            |
| Develop collaborations with community groups/other venues              | H | Intermittently |
| Liaise with Wealden DC for local certification                         | H | No             |